

UKG Ready Launch Document-Gathering Checklist

We're excited to learn about your company and to start building your UKG® system! The UKG Launch Document-Gathering Checklist is a crucial starting point for your UKG project. Its purpose is to help your UKG project team understand your current environment and ensure a productive kickoff call. By collecting essential documentation and data, you'll lay the groundwork for building your UKG system.

[Company-Level Information](#) | [Forms & Documents Requiring Electronic Signature](#) | [Company Branding Information](#)



Action steps: Gather checklist items that apply to your organization and be prepared to provide them to your UKG Project team at your project kickoff call.

Note: We'll request additional information tailored to your company's specifications and system build during your UKG Launch Implementation.

Company-Level Information

Item	Description	Completed
HR/Timekeeping	Your organization's employee handbook.	<input type="checkbox"/>
HR	Copy of your most recent EEO report — To configure establishments in your UKG system, we will utilize the standards in your most recent EEO report.	<input type="checkbox"/>
HR	Workers' compensation codes and risk rates.	<input type="checkbox"/>
HR/Timekeeping	Collective bargaining agreements (CBA's) (if applicable).	<input type="checkbox"/>
General Ledger	General ledger (GL) — Chart of accounts used only in payroll processing.	<input type="checkbox"/>
General Ledger	Payroll journal entry.	<input type="checkbox"/>
General Ledger	Sample import file — Sample of the general ledger file that will be uploaded to your financial system.	<input type="checkbox"/>
Payroll	Pay calendar — A copy of your calendar, including pay dates, period end dates, and holidays.	<input type="checkbox"/>
Payroll	Bank information — Your bank name, bank account manager's name, and internal company bank contact information.	<input type="checkbox"/>
Payroll/Tax (USA)	Bank proof/voided check — For each bank account, a voided payroll check/cheque for each account you require or a federal employer ID number (FEIN).	<input type="checkbox"/>
Payroll/Tax (USA)	Documentation of your IRS legal name and FEIN — For your Payment Services Tax Filing, we need documentation of your IRS legal name and FEIN; this can be a copy of your IRS tax notice or a SS-4 form letter.	<input type="checkbox"/>
Payroll/Tax (USA)	Copy of last multiple worksite report (if applicable).	<input type="checkbox"/>
Payroll/Tax (USA)	Reports for Payment Services — We need documentation of your tax information for your Payment Services Tax Filing. Following are the reports required, depending on your prior vendor.	<input type="checkbox"/>

	<ul style="list-style-type: none"> • ADP - Statement of deposits (SOD) Account numbers, rates, SIT & SUI deposit frequencies • Ceridian - Summary of deposits and filings report Account numbers, rates, SIT & SUI deposit frequencies • Paylocity - Company package - quarterly filings Account numbers, rates, SUI deposit frequencies. The customer provides the SIT deposit frequencies. • Paycom - Statement of Deposits and Filing May only have Unemployment listed • Others - Source documents for tax information that include Tax IDs, Tax Rates 	
Tax (Canada)	<ul style="list-style-type: none"> • Canada Revenue Agency — PD7A(s) • Worker's compensation statements for all provinces where the company is registered. • Worker's compensation Quebec (CNESST) Statement (if applicable). <i>If applicable, please provide:</i> <ul style="list-style-type: none"> • Government of British Columbia: <ul style="list-style-type: none"> – Employer Health Tax (EHT) rate • Revenue Quebec: <ul style="list-style-type: none"> – Quebec sales tax rate – Health Service Fund (HSF) rate – Quebec Enterprise Number (enterprise business number) • Ontario Ministry of Finance: <ul style="list-style-type: none"> – Employer Health Tax (EHT) rate – Does your organization qualify for an exemption? – Retail sales tax rate • Government of Manitoba: <ul style="list-style-type: none"> – Health and Secondary Post Education Tax (HAPSET) – Does your organization qualify for the 1.5 million exemption? – Retail sales tax rate • Government of Newfoundland and Labrador: <ul style="list-style-type: none"> – Health and Secondary Post Education Tax (HAPSET) rate • Nunavut Payroll Tax Statement • Northwest Territories Payroll Tax Statement 	<input type="checkbox"/>
Benefits	Employee and employer options and rates for all health and welfare benefits, including ancillary and employer-paid plans. Example: A copy of your most recent Open Enrollment documentation, including carriers, plan ID, and rates.	<input type="checkbox"/>
Benefits	Retirement employer match calculation for your retirement plan/carrier options and specifications for employer match. Example: 50% of the first 4% of contributions.	<input type="checkbox"/>
Benefits	Benefit guides — Employee-facing benefit summaries.	<input type="checkbox"/>

Benefits	Final vendor/carrier documents — Summary plan description for each benefit offering.	<input type="checkbox"/>
Benefits	Employee benefit communications for any enrollments (new hire, open enrollment qualifying status, changes, etc.).	<input type="checkbox"/>
Integrations	Notify any 3rd party providers that you intend to pursue an integration with your transition to UKG and request a point of contact and related documentation for each integration.	<input type="checkbox"/>
Reporting	If you require or have business-critical reports , provide existing examples or templates.	<input type="checkbox"/>
Timekeeping	Pay policies , include holiday rules, overtime rules, shift rules, shift differentials, call-back/on-call rules, and sample timecards, including common edits .	<input type="checkbox"/>
Timekeeping	Accrual policies , including time-off plans and calculations. Example: Employees earn one day of paid time off (PTO) per pay period.	<input type="checkbox"/>
Timekeeping	Leave of absence policies , including leave types and leave rules. Example: Family and Medical Leave Act.	<input type="checkbox"/>
Timekeeping	Attendance policies , including rules and points. Example: If an employee is late, they earn one point; no-call or no-show earns five points.	<input type="checkbox"/>
Timekeeping	Outline of current scheduling practices . Example: Do employees have consistent or rotating schedule patterns? Do you schedule on paper or in Excel? Do you have automated scheduling by census or workload?	<input type="checkbox"/>
Global OneView	For OneView if applicable items (<i>if applicable</i>).	<input type="checkbox"/>

Forms and Documents Requiring Electronic Signature

The following forms and documents are required for U.S. payroll tax-related matters.

Note — All forms can be completed and signed electronically. If you have any questions about completing the electronic signature, see the [Electronic Signature Guide](#) for help.

Item	Description	Completed
Customer Identification Form (CIF)	<p>The CIF is required for all customers to comply with the U.S. Department of the Treasury Bank Secrecy Act “Know Your Customer” requirements. The information provided will remain confidential and only be used in conjunction with UKG’s Anti-Money Laundering Policy. Please complete the form linked below.</p> <p>We only need <u>one form</u>, and it should include all companies.</p> <ul style="list-style-type: none"> Customer Identification Form (CIF) Customer Identification Form - FAQ 	<input type="checkbox"/>

Funding Method Determination	<p>The Customer Identification Form will be reviewed to help determine whether your funding method will be ACH Debit or Reverse Wire.</p> <p>Once your funding method is determined, you will receive a banking form to complete. The information from this banking form must be provided to your bank representative. The form includes information your bank requires to authorize reverse wire and/or ACH debit collections initiated by Payment Services.</p> <p><i>Note: If the average and/or maximum payroll volume exceeds \$1 million, you will need to provide the last two completed years of audited financials to be considered for ACH Debit funding</i></p>	<input type="checkbox"/>
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Company Branding Information (Optional)

Item	Description	Checked
Your Company Logo	<p>The logo file should be a .png, .gif, or .jpg file with the following attributes.</p> <ul style="list-style-type: none"> Login logo - 600x131 image System logo - 600x131 image System report header logo - 136x39 image 	<input type="checkbox"/>
Your Company-Branded Colors	<p>Background, font, hover, selected colors.</p> <p>Colors are defined as hexadecimal (or hex) values, supported in all browsers. A hex color is specified with #RRGGBB where RR (red), GG (green), and BB (blue) are hexadecimal integers between 00 and FF, specifying the intensity of the color. For example, #0000FF is displayed as blue because the blue component is set to its highest value (FF), and the others are set to 00.</p>	<input type="checkbox"/>